BCOM 3330 Business Communication
Spring 2022

Instructor: Marianna Sviland
Section # and CRN: P03 20004
Office Location: Agriculture/Business Bldg #341
Instructor Phone & Hours: 281-845-4211 Call/text between 10 AM and 4 PM. Leave message or email any time.
Email Address: Use Canvas email for issues or questions regarding this class. Use masviland@pvamu.edu for non-class related issues.
Office Hours: M:11-12, 1-2, 5-6; T: 9-11 (virtual); W: 11-12, 1-2; F: 9-11 (virtual)
Mode of Instruction: Face to Face
Course Location: Agriculture/Business Bldg #122
Class Days & Times: MW 3:30-4:50 PM
Catalog Description: Development of best practices in business communication as it relates to the collection, organization, and preparation of business reports. Emphasis will be placed on techniques of collecting, interpreting and presenting information useful in a corporate setting.
Prerequisites: Junior standing, ENGL 1133, MISY 1013
Required Texts: Business and Professional Communication: KEYS for Workplace Excellence 4th Ed. by Kelly M. Quintanilla and Shawn T. Wahl
ISBN: 978-1506369594
(Online access code is NOT needed.)

Student Website: https://edge.sagepub.com/quintanilla4e/student-resources-0 *required for homework
Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Explain the importance of communication to individuals and to business.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>2 Use business English clearly, concisely, and correctly.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>3 Write professional and effective business documents, including memos, email, letters, and reports.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>4 Deliver effective business presentations.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>5 Write effective cover letters and resumes.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>6 Understand and apply effective employment interviewing strategies.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>7 Use business communication technologies</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>8 Understand business communication issues.</td>
<td>BBA 1&amp;4</td>
</tr>
<tr>
<td>9 Understand and apply effective small group behavior strategies</td>
<td>BBA 1&amp;4</td>
</tr>
</tbody>
</table>

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100 points</td>
<td>10% of grade</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100 points</td>
<td>10% of grade</td>
</tr>
<tr>
<td>Impromptu speech</td>
<td>50 points</td>
<td>5% of grade</td>
</tr>
<tr>
<td>Interview project</td>
<td>200 points</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Group presentation w/report</td>
<td>200 points</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Homework (10)</td>
<td>100 points</td>
<td>10% of grade</td>
</tr>
<tr>
<td>Class grades/Participation</td>
<td>150 points</td>
<td>15% of grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
<td>10% of grade</td>
</tr>
<tr>
<td>Total Points:</td>
<td>1000 points</td>
<td>100% of grade</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 900 – 1000pts; 90-100%
B = 800 – 899pts; 80-89%
C = 700 – 799pts; 70-79%
D = 600 – 699pts; 60-69%
F = 599pts or below; 59% and below

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will
be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

**Detailed Description of Major Assignments:**

<table>
<thead>
<tr>
<th>Assignment Title or Grade</th>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>Multiple choice</td>
<td>Exam designed to measure knowledge of assigned course material</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Multiple choice</td>
<td>Exam designed to measure knowledge of assigned course material</td>
</tr>
<tr>
<td>Impromptu speech</td>
<td>Oral presentation</td>
<td>Oral presentation designed to measure ability to apply course material</td>
</tr>
<tr>
<td>Interview project</td>
<td>Mock interview</td>
<td>Mock interview with classmates; typed cover letter and resume</td>
</tr>
<tr>
<td>Group presentation</td>
<td>Group persuasive</td>
<td>Group persuasive oral presentation designed to measure ability to apply</td>
</tr>
<tr>
<td></td>
<td>oral presentation</td>
<td>course material; written group report</td>
</tr>
<tr>
<td>Final exam</td>
<td>Exam</td>
<td>Exam designed to measure knowledge of presented course material</td>
</tr>
<tr>
<td>Homework</td>
<td>Online chapter</td>
<td>Online chapter quizzes at <a href="https://edge.sagepub.com/quintanilla4e/student-resources-0">https://edge.sagepub.com/quintanilla4e/student-resources-0</a></td>
</tr>
<tr>
<td>Class grades/Participation</td>
<td>Various assignments</td>
<td>Various assignments in class to reinforce course material</td>
</tr>
</tbody>
</table>

**Ms. Sviland’s Course Procedures**

*Syllabus schedule:* I stick to the daily schedule exactly as listed! Download to your computer for offline access.

*Students are responsible for knowing and following the guidelines related to all the information below.*

**Attendance:** You are expected to come to class having completed all reading assignments for that day. School mandatory activities and official school excuses do not count as absences (note required).

Do NOT sign someone else’s name on the roll sheet! Doing this will cause the absent person to be turned in for cheating.

Feel free to talk to me about any attendance issues. Missing class may cause you to miss required assignments or important instructions. *You will not be permitted to make up any assignments completed in a class for which you are absent.* If you are absent, have a classmate bring you up to speed, do NOT ask me what we covered.

No late work is accepted. Make sure that you know the due date AND time for assignments. Any scheduling conflicts that result in missing exams or assignment deadlines must be discussed with me beforehand or the resulting grade is zero. Save my number on your phone for the duration of the semester. *Assignments with 11:30 PM deadline will close at 11:59 PM.*

**Textbook:** The textbook is mandatory for this course. I expect every student to have access to a copy of the required text(s) for this course no later than the end of the second week of instruction. I recommend bringing the book to class. Read the assigned material from the text(s) **before** coming to class.

**eCourses:** ALL assignments, homework, special notices, and grades will be in eCourses. Please check your PV email and eCourses regularly. Assignments and exams have a due date AND time. Accepted file types: *Word, PDF, PowerPoint & Rich Text.*
Cell phones/ Laptops: Phones and laptops must be used for class purposes only.

Academic Misconduct/Cheating: Expect severe penalties for academic misconduct. The minimum penalty is a grade of zero on the assignment. You are responsible for knowing and adhering to PVAMU policies on plagiarizing and academic misconduct. Some examples of cheating are:

- Cooperating with other students on individual assignments;
- Using outside sources without proper acknowledgment (even if you change the words);
- Falsely turning in an assignment as your own;
- Signing someone else’s name on sign-in sheets;
- Making minor changes to another student’s work and turning it in as your own;
- Letting someone else take your exam;
- Looking at your phone, notes, or textbook during in-class, closed book exams.

See Student Handbook for further explanations and examples. You are responsible for anything submitted from your eCourses account. Do not allow others to use your account!

Exams: Exams will cover ALL the material in the assigned chapters from the textbook. Class lectures and discussions will be highlights, applications, and expansion of text material. If you want to do well in the class, you MUST study all the assigned chapters. If you miss an exam, your grade is zero.

Written Assignments/Homework/Discussions: In this class you will use report style, NOT essay style in your writing. This requires a different formatting approach. In general: Use standard document formatting (Word defaults) for all written assignments (1 in margins, 1.15 line spacing). Use block style paragraphs. Use titles and headings in your writing. Cover pages are not necessary unless specifically specified in the assignment instructions. Write your name in the subject line for discussions/online homework. Left-justify all reports, please (ragged right edge).

Required content for assignments will be thoroughly explained in eCourses and in class. If you have any questions regarding assignments, please check instructions in eCourses before contacting me for assistance.

Assignments submitted in eCourses will have a deadline noted – make sure you know the day AND time. I will not reopen closed assignments or exams. Documents uploaded to eCourses must be in Word, PDF, PowerPoint, or Rich Text.

Presentations: You will have an assigned presentation day and this is your only chance to give your presentation. Presenters are required to wear business casual dress. This demonstrates a level of preparedness and professionalism. Some presentations require business professional dress and this will be announced in the assignment directions. NO make-ups for missed presentations. See me if you have issues with your assigned presentation day.

No entry into or exit from classroom during a presentation!

Professional participation: I encourage your respectful comments and questions. Be prepared to discuss the day’s topic and offer real life examples or thoughts you have about the readings, etc. Be polite, raise your hand, and wait for your turn to speak.

Professional participation expectations: You are expected to follow these general rules of conduct in class:

- Silence and put away cell phones
- No cheating/plagiarizing
- Enter quietly if tardy
• No walking in front of a speaker (including me)
• No entering the room when a student is presenting
• No inappropriate side conversations
• No sleeping in class
• Do not leave class in the middle or early
• No working on non-class items on laptop
• Wear COB appropriate clothing

Expect to be asked to leave if the classroom rules are ignored.

Ask for help: If there is something going on in your personal life that is affecting your performance in class, please contact me so we can make a plan to help you be successful. If you let me know before an assignment is due, I may be able to find a way to help you. Once the due date has passed, there is not much I can do to help.

How to be successful in this class: Keep up with chapter readings, read and follow instructions, submit work on time, and watch/read any supplemental information and videos posted in the course

Student grades and responsibilities: All grades will be posted in eCourses, including a running average/total of your grades. Please keep up with your grades! Be aware of the value of different assignment. A 90 on a 200 point assignment is not a good grade! You should keep all your graded assignments until final grades are posted. Any problems with assignment grades must be discussed with me within two weeks of the assignment deadline or your grade will be final. If you need advice on how to improve your grade, please contact me. It is your responsibility to know the content of this syllabus so please check it often.

Contacting your instructor: If you send me an email or leave a message on my phone, you can expect a response within 24 hours (M-Th). Emails/messages on Friday through Sunday can expect a reply Monday morning. Please contact me again if you do not receive a response within this time. Emails regarding this class must be sent through Canvas.

Extra Credit Opportunities: Throughout the semester there may be opportunities to earn extra credit. You should come and talk to me if this is something you are interested in.

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics</th>
<th>Assignment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/19</td>
<td>Welcome and introductions Business and Professional Excellence in the</td>
<td>Welcome and introductions Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Workplace</td>
<td></td>
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<tr>
<td>2</td>
<td>1/24</td>
<td>Verbal and Nonverbal Communication</td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td>1/26</td>
<td>*Discuss Homework assignments</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Verbal and Nonverbal Communication</td>
<td></td>
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<td></td>
<td></td>
<td>*Group assignments for group project</td>
<td></td>
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<tr>
<td>3</td>
<td>1/31</td>
<td>Listening</td>
<td>Chapter 3</td>
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<tr>
<td></td>
<td></td>
<td>*Discuss Exam 1</td>
<td>Homework Ch.2 due before class starts</td>
</tr>
<tr>
<td>2/2</td>
<td></td>
<td><strong>Exam 1 Chapters 1 – 3</strong></td>
<td>Study for exam, bring pencil</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Homework Ch.3 due before class starts</td>
</tr>
<tr>
<td>4</td>
<td>2/7</td>
<td>Resumes, Interviews, and Negotiations</td>
<td>Chapter 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Discuss interview project and sign up for presentation days</td>
<td></td>
</tr>
<tr>
<td>2/9</td>
<td></td>
<td>Resumes, Interviews, and Negotiations</td>
<td>Chapter 4, cont.</td>
</tr>
<tr>
<td>5</td>
<td>2/14</td>
<td>Resumes, Interviews, and Negotiations</td>
<td>Chapter 4, cont.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Interviews</strong></td>
<td>Presenters must have all required documents. See instructions in eCourses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>only job seekers attend</td>
<td>Homework Ch.4 due before class starts</td>
</tr>
<tr>
<td>6</td>
<td>2/16</td>
<td><strong>Interviews</strong></td>
<td>Presenters must have all required documents. See instructions in eCourses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>only job seekers attend</td>
<td></td>
</tr>
<tr>
<td>2/21</td>
<td></td>
<td><strong>Interviews</strong></td>
<td>Presenters must have all required documents. See instructions in eCourses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>only job seekers attend</td>
<td></td>
</tr>
<tr>
<td>2/23</td>
<td></td>
<td><strong>Interviews</strong></td>
<td>Presenters must have all required documents. See instructions in eCourses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>only job seekers attend</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2/28</td>
<td><strong>Interviews</strong></td>
<td>Presenters must have all required documents. See instructions in eCourses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>only job seekers attend</td>
<td></td>
</tr>
<tr>
<td>3/2</td>
<td></td>
<td><strong>Interviews</strong></td>
<td>Presenters must have all required documents. See instructions in eCourses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>only job seekers attend</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>3/7</td>
<td>Informing and Persuading</td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speech Design</td>
<td>Chapter 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Discuss impromptu speech and schedule</td>
<td>Homework Ch.11 due before class starts</td>
</tr>
<tr>
<td></td>
<td>3/9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Dates</td>
<td>Topics</td>
<td>Assignment(s)</td>
</tr>
<tr>
<td>------</td>
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<td>---------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>3/14 - 20</td>
<td><strong>SPRING BREAK</strong></td>
<td><strong>No classes</strong></td>
</tr>
</tbody>
</table>
| 10   | 3/21      | Delivering a Speech with Professional Excellence  
*Discuss group project expectations (rubric)* | Chapter 13  
Homework Ch.12 due before class starts                                      |
|      | 3/23      | Impromptu speeches                           | Presenters must have all required documents.  
*See instructions in eCourses.*  
Homework Ch.13 due before class starts                                        |
| 11   | 3/28      | Impromptu speeches                           | Presenters must have all required documents.  
*See instructions in eCourses.*                                                 |
|      | 3/30      | Founders Day/ Honors Convocation             | **No class**                                                                   |
| 12   | 4/4       | Impromptu speeches                           | Presenters must have all required documents.  
*See instructions in eCourses.*                                                 |
|      | 4/6       | **Exam 2 Chapters 4, 11, 12 & 13**           | Study for exam, bring pencil                                                   |
| 13   | 4/11      | Strengthening Teams and Conducting Meetings  
Prepare for presentations; presentation and PowerPoint basics                | Chapter 7                                                                      |
|      | 4/13      | **Group Presentations: Groups 1 & 2**        | Presenters must have all required documents.  
*See instructions in eCourses.*                                                 |
|      | 4/18      | **Group Presentations: Groups 3 & 4**        | Presenters must have all required documents.  
*See instructions in eCourses.*                                                 |
|      | 4/20      | **Group Presentations: Groups 5 & 6**        | Presenters must have all required documents.  
*See instructions in eCourses.*                                                 |
| 15   | 4/25      | Business and Professional Writing            | Chapter 9                                                                      |
|      | 4/27      | Leadership and Conflict Management          | Chapter 10                                                                     |
|      | 4/27      | Presentation feedback and review             | Homework Ch.9 due before class starts                                          |
| 16   | 5/2       | Course review day; prepare for final exam    | Homework Ch.10 due before class starts                                         |
| 16   | 5/4       | TBA                                          |                                                                               |
| 16   | 5/5 – 5/12| **Final Exam (Chapters 7, 9 &10)**           | **See instructions in eCourses.**                                              |
Student Support and Success

John B. Coleman Library
The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500

Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

Writing Center
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration: https://www.grammarly.com/enterprise/signup

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/early-alert/

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/
Office of Testing Services
Testing Services serves to create opportunities by offering a suite of exams that aid in the students’ academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

University Rules and Procedures

Academic Misconduct
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary
procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

**Forms of Academic Dishonesty:**

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Nonacademic Misconduct**
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

**Sexual Misconduct**
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

**Non-Discrimination Statement**
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System nondiscrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the nondiscrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be
cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**
When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

**Technical Support**
Students should go to [https://mypassword.pvamu.edu/](https://mypassword.pvamu.edu/) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

**Communication Expectations and Standards**
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

*It is strongly suggested* that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures**
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.